



## Project Lead The Way Student Roster Files

The purpose of the student roster file is to provide PLTW with the information necessary to register students for the End of Course Assessments. It will also allow PLTW to better serve students' by knowing more about the PLTW student population at the state and national level.

One roster file should be created at the school level for every school that has a high school Pathway to Engineering or Biomedical Sciences program. Separate files created at the teacher, course, or district level will not be accepted. All PLTW students need to be included within the file, as every student is required to take the End of Course Assessment for their respective course per the PLTW school district agreement. Note that the EDD and BI courses do not have End of Course Assessments, but the students do need to be included on the roster file.

All fields included within the template file are required; there are no optional fields. It is important for all data to be filled out accurately so that students, teachers, and administrators are able to access student and school level data in the future. The order of the fields cannot be altered in any way, and fields cannot be added or deleted. The system will automatically identify any issues with the file as soon as it is uploaded. An error message will be generated and returned immediately upon detection of an error. If additional errors are detected after the file is submitted, PLTW will contact the school for a correction.

### How Roster Files are Uploaded

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The roster files will be uploaded through the [my.pltw.org](https://my.pltw.org) data reporting site as .csv spreadsheets. Currently principals are the only authorized school personnel that have access to the site. PLTW is in the process of developing access for district delegates, and it is anticipated that district delegates will be able to upload files starting approximately October 15. Please note the submission deadlines later in this document. Currently teachers do not have access to the data reporting site and will not be able to upload school level files.

### Notes on Special Fields

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PLTW is requiring a number of new fields this year. Please take note of the following:

- Student State Identification Number: It is important that the student's official state ID number, not a local number is entered. Many State Departments of Education utilize the data we collect for funding purposes and student data cannot accurately be reported without official numbers.
- Race and Ethnicity: These two fields are separate, per federal guidelines. For further information, please refer to <http://www2.ed.gov/policy/rschstat/guid/raceethnicity/index.html>.
- Student IEP Status: In past years, PLTW has required schools to submit hard-copy reports that individually identify students with IEPs for approval of testing accommodations. This year, students with IEPs can only be identified via the roster file. Additional instructions regarding student accommodations will be provided to teachers.



### Roster Upload Deadlines

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PLTW student roster files can be uploaded via the secured my.pltw.org data reporting site during two submission windows. Please refer to the chart below to determine when your school's roster is due.

Course schedule or length:	Course will end between:	Rosters submission window:
Block/Semester/Trimester	December 2012 and March 2013	September 17-November 15, 2012
Full-year	April 2013 and June 2013	September 17-November 15, 2012
Block/Semester/Trimester	April 2013 and June 2013	March 1 –April 15, 2013

### Altering Student Rosters

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Prior to student test codes being distributed, teachers will be allowed to view roster files by course and can request student additions and deletions at that time. Additional information about this process will be provided.

### Data Security

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PLTW conforms to FERPA regulations regarding the transfer, storage, and distribution of student identifiable information. Student identifiable data will only be made available to teachers, principals, and school district personnel identified by the individual school. State Departments of Education do have the ability to officially request student-identifiable information if they provide PLTW with appropriate documentation. PLTW will not provide student identifiable information to colleges, universities, or other institutions without explicit instructions to do so from the individual student. Please visit the following site for additional information about FERPA guidelines:

<https://www.federalregister.gov/articles/2011/04/08/2011-8205/family-educational-rights-and-privacy>.

### Descriptions of Fields

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The following fields are included in the PLTW student roster file.

<b>SCHOOL NCES CODE</b>	Each school has a unique NCES code granted by the National Center for Educational Statistics. If you do not know the NCES code you can locate it by searching the NCES database: <a href="http://nces.ed.gov/ccd/districtsearch/">http://nces.ed.gov/ccd/districtsearch/</a>
<b>TEACHER FIRST</b>	PLTW teacher's first name
<b>TEACHER LAST</b>	PLTW teacher's last name
<b>TEACHER EMAIL</b>	PLTW teacher's school email address

<b>COURSE</b>	<p>This field identifies the PLTW course in which the student is enrolled. Only the following codes will be recognized and accepted during the upload process:</p> <table border="1" data-bbox="435 464 1377 982"> <thead> <tr> <th>CODE</th><th>COURSE</th></tr> </thead> <tbody> <tr><td>AE</td><td>Aerospace Engineering</td></tr> <tr><td>BE</td><td>Biotechnical Engineering</td></tr> <tr><td>BI</td><td>Biomedical Interventions</td></tr> <tr><td>CEA</td><td>Civil Engineering and Architecture</td></tr> <tr><td>CIM</td><td>Computer Integrated Manufacturing</td></tr> <tr><td>DE</td><td>Digital Electronics</td></tr> <tr><td>EDD</td><td>Engineering Design and Development</td></tr> <tr><td>IED</td><td>Introduction to Engineering Design</td></tr> <tr><td>HBS</td><td>Human Body Systems</td></tr> <tr><td>MI</td><td>Medical Interventions</td></tr> <tr><td>PBS</td><td>Principals of Biomedical Science</td></tr> <tr><td>POE</td><td>Principals of Engineering</td></tr> </tbody> </table>	CODE	COURSE	AE	Aerospace Engineering	BE	Biotechnical Engineering	BI	Biomedical Interventions	CEA	Civil Engineering and Architecture	CIM	Computer Integrated Manufacturing	DE	Digital Electronics	EDD	Engineering Design and Development	IED	Introduction to Engineering Design	HBS	Human Body Systems	MI	Medical Interventions	PBS	Principals of Biomedical Science	POE	Principals of Engineering
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<b>COURSE BEGIN DATE</b>	<p>This is the date the course is scheduled to begin during the 2012-2013 academic year. Please use the following format: <b>MM/DD/YYYY</b></p>																										
<b>COURSE END DATE</b>	<p>This is the date the course is scheduled to end during the 2012-2013 academic year. Please use the following format: <b>MM/DD/YYYY</b></p>																										
<b>STUDENT FIRST</b>	<p>This is the student's legal first name.</p>																										
<b>STUDENT LAST</b>	<p>This is the student's legal last name.</p>																										
<b>STUDENT STATE ID NUMBER</b>	<p>This is the unique student ID number granted by the state. This is <b>not</b> a number generated by an LEA, district, or school.</p>																										
<b>STUDENT GRADE</b>	<p>The grade the student is enrolled in during the 2012-2013 academic year. Each grade needs to be a two digit number. Please use the following numbers to indicate the grade:</p> <table border="1" data-bbox="435 1671 1352 1829"> <thead> <tr> <th>CODE</th><th>GRADE</th><th>CODE</th><th>GRADE</th></tr> </thead> <tbody> <tr> <td>08</td><td>Eighth grade</td><td>10</td><td>Tenth grade</td></tr> <tr> <td>09</td><td>Ninth grade</td><td>11</td><td>Eleventh grade</td></tr> <tr> <td></td><td></td><td>12</td><td>Twelfth grade</td></tr> </tbody> </table>	CODE	GRADE	CODE	GRADE	08	Eighth grade	10	Tenth grade	09	Ninth grade	11	Eleventh grade			12	Twelfth grade										
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<b>GENDER</b>	Please indicate the student's gender. <table border="1" data-bbox="435 342 881 426"> <tr> <td>F</td><td>Female</td></tr> <tr> <td>M</td><td>Male</td></tr> </table>	F	Female	M	Male								
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<b>DOB</b>	Please indicate the student's date of birth using the following format: <b>MM/DD/YYYY</b>												
<b>RACE</b>	Please indicate the student's race using the following codes: 1 = African American 2 = Asian American 3 = American Indian 5 = White 6 = Other 7 = Multiple  If the system allows for the indication of multiple categories simultaneously (e.g., African American and white) report "multiple."												
<b>ETHNICITY</b>	Please indicate the student's race using the following codes: 0 = not Hispanic 1 = Hispanic												
<b>STUDENT FREE/REDUCED LUNCH STATUS</b>	Please indicate whether or not the student qualifies for federal free or reduced lunch status. Yes = Qualifies No = Does not qualify												
<b>STUDENT IEP STATUS/504</b>	Please indicate whether or not the student has a current IEP or 504 plan. Yes = Student has a current IEP or 504 on file No = Student does not have a current IEP or 504 on file												
<b>IEP TESTING ACCOMMODATIONS</b>	Please indicate which of the following testing accommodations, if any, are specified in the student's IEP/ 504 plan. Please use the following codes to specify the accommodation requested:  <table border="1" data-bbox="435 1612 1377 1896"> <thead> <tr> <th>CODE</th><th>Testing Accommodation</th></tr> </thead> <tbody> <tr> <td>ET</td><td>Receiving extended time to take the test</td></tr> <tr> <td>RA</td><td>Having the test read aloud to the student</td></tr> <tr> <td>ER</td><td>Receiving assistance to enter responses during the test</td></tr> <tr> <td>OT</td><td>Other: Please contact PLTW to discuss</td></tr> <tr> <td>NA</td><td>No Accommodation Requested (either no IEP or accommodation not needed)</td></tr> </tbody> </table>	CODE	Testing Accommodation	ET	Receiving extended time to take the test	RA	Having the test read aloud to the student	ER	Receiving assistance to enter responses during the test	OT	Other: Please contact PLTW to discuss	NA	No Accommodation Requested (either no IEP or accommodation not needed)
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## Communication, Questions, and Assistance

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Additional documents will be provided throughout the year in order to explain various details of the assessment program. This information will be provided on the [Virtual Academy](#) as well as the [my.pltw.org](https://my.pltw.org) data reporting site. When documents are available, an announcement will be made in the Action Bulletin and on the [@PLTWassessment](#) Twitter page. Any questions regarding the creation or uploading of the student roster can be sent to [assessment@pltw.org](mailto:assessment@pltw.org) or you can speak with a School Support Team member by calling 877-335-PLTW(7589).